Using PERforM to Approve and Disapprove Appraisals

All appraisals must be approved or disapproved by the Reviewer before being communicated to the employee. To review an appraisal submitted by the Rater, the Reviewer selects "Review/Approve Pending Appraisals" from the Reviewers section of their Home Page.

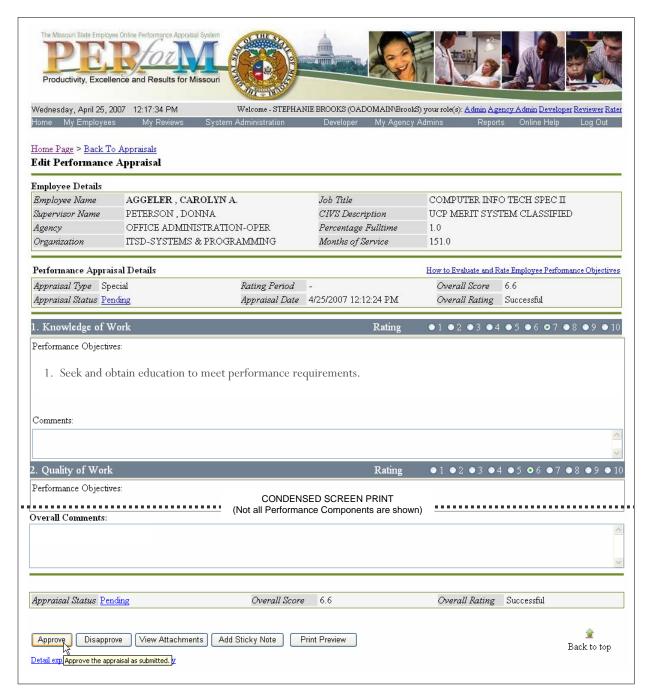
Reviewers

- View All Employees I Review/Approve
- Review/Approve Pending Appraisals
- View All Incomplete Applusals
 - Review appraisals submitted for your review (you may approve, disapprove, or comment).
- View All Appraisals Pending Employee Review
- View All Complete and Exempt Appraisals

Clicking this link will take the Reviewer to the Select Performance Appraisal screen to view the list of appraisals waiting for his or her review. The Reviewer will click the word "Review" to select the appropriate appraisal from the list.



Once selected, the appraisal will open (see next page).



Using the buttons at the bottom of the appraisal, the Reviewer has the option to approve or disapprove the appraisal, to view attachments, to add sticky notes, or to print the appraisal.

If the Reviewer chooses to approve the appraisal by clicking "Approve", the status of the appraisal will change to approved. If the Reviewer chooses to disapprove the appraisal by clicking the "Disapprove" button, the status of the appraisal will change to disapproved.

After the Reviewer has approved or disapproved the appraisal, the appraisal's status is automatically updated for the Rater. Raters can see the status of appraisals they have submitted for review by clicking on the "Update Incomplete Appraisals" link from their Home Page (See Completing the Appraisal Process).

Using "Sticky Notes" to Communicate to the Rater

In some instances, the Reviewer may not want to approve the appraisal as it has been prepared by the Rater and/or may want to send additional instruction or comments to the Rater regarding the appraisal. Electronic sticky notes can provide this communication.

Sticky notes are created by the Reviewer by clicking the "Add Sticky Note" button on the bottom of the appraisal screen.



After clicking the "Add Sticky Note" button, a screen opens which allows the Reviewer to type and send a *temporary* message to the Rater about the appraisal. To "attach" the sticky note to the appraisal and send it back to the Rater to act upon, the Reviewer clicks the "Send" button.

Once the Rater has read the sticky note, the Rater can delete it. If the Rater does not delete the sticky note, it is automatically discarded when the appraisal attains "Complete" status.

